



# CITY OF LODI

## COUNCIL COMMUNICATION

AGENDA TITLE: Adopt a Resolution Ratifying the San Joaquin Council of Governments' Annual Financial Plan Implementation for Fiscal Year 2003/04

MEETING DATE: June 4, 2003

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council adopt a resolution ratifying the 2003/04 Annual Financial Plan (AFP) for the San Joaquin County Council of Governments (COG).

BACKGROUND INFORMATION: Attached is a summary of COG's AFP for fiscal year 2003/04. The COG Board adopted the AFP on April 24, 2003. Pursuant to COG's Joint Powers Agreement, the budget is to be ratified by the City of Lodi following adoption by the COG Board.

Staff would like to acknowledge both the importance of the work COG performs and the significant and excellent assistance their staff provides in delivering transportation projects in the City and the entire County.

FUNDING Not applicable

A handwritten signature in dark ink, appearing to read "Richard C. Prima, Jr.", written over a horizontal line.

Richard C. Prima, Jr.  
Public Works Director

RCP/pmf

Attachment

cc: Randy Hays, City Attorney  
Steve Dial, Dir. of Adm./Chief Financial Officer, COG

APPROVED: \_\_\_\_\_

H. Dixon Flynn -- City Manager

May 2, 2003

Mr. Dixon Flynn  
City of Lodi  
P.O. Box 3006  
Lodi, CA 95241-1910

Dear Mr. Flynn:

Enclosed is a summary of the San Joaquin Council of Governments' Annual Financial Plan (AFP) for Fiscal Year 2003-2004. The Board unanimously adopted the Plan on April 24, 2003. A copy of the adopting resolution is enclosed. Pursuant to SJCOG's Joint Powers Agreement, following adoption of the budget by the SJCOG Board, it is to be delivered to member agencies for ratification by each governing body. Therefore, I request that you place SJCOG's Annual Financial Plan for Fiscal Year 2003-2004 on a forthcoming agenda prior to June 30, 2003 for your Council's approval.

The Annual Financial Plan implements the FY 2003-2004 Overall Work Program (OWP) which was also adopted in its final form by the SJCOG Board on April 24, 2003.

The enclosed summary identifies revenues and expenditures anticipated for the year including both operating and pass-through revenues and expenditures. Pass-through are funds over which SJCOG has fiduciary responsibility such as Transportation Development Act, TEA-21 and the majority of Measure K funds. The summary compares the FY 2003-2004 budget with the FY 2002-2003 amended budget and actual expenditures for FY 2001-2002.

The following assumptions are incorporated in the budget:

- I Work will not begin and expenses will not be incurred unless anticipated revenues sources that are attained i.e., Air District grants, Freeway Service Patrol, etc.
2. SJCOG anticipates being fully staffed for the entire fiscal year, therefore the Salaries and Benefits cost category is fully funded. One additional staff person, Building Maintenance Worker has been approved effective October 1, 2003

3. SJCOG will be in its new building starting in October and will begin incurring increased costs associated with the move.
4. Revenue generated from leasing the 3rd floor of the building is included.

LINE ITEMS WITH SIGNIFICANT CHANGE

Salaries and Benefits group increases \$224,148 or 10.1%. This is due primarily to increases in health care costs and the additional staff person.

Services and Supplies increases 23.6%.

1. Office Expenses, Communications, Memberships, Maintenance-Equipment, Rents & Leases-Equipment, Transportation & Travel remain at 2002-03 levels.
2. Allocated Service Cost (charges for use of certain County of San Joaquin services) decreases 10%.
3. Publications and Legal Notices decreases 10.0%.
4. Insurance is budgeted to increase 33.3% reflecting general insurance increases and coverage for the new building.
5. Building Maintenance increases 83.7% budgeting for expenses in the new building.
6. Rents-Structures and Grounds increases 45.6% reflecting additional rent costs associated with the new building.
7. Professional Services decreases by 42.8%. This reflects the conclusion of a number of planning projects.
8. Fixed Assets remains at the 2002-2003 level.

Overall, the budget decreases nearly \$100,000 or 2.1% from \$4,917,523 to \$4,817,803

SJCOG staff would be pleased to appear before your policymakers to answer any questions they might have regarding this matter. We request ratification prior to June 30, 2003. Please let me know when this will be on your agenda. If you have any questions regarding this matter, don't hesitate to contact me at 468-3923.

Thank you for your assistance.

Sincerely,

STEVE DIAL  
Director of Administration/Chief Financial Officer

**San Joaquin Council of Governments**  
**ANNUAL FINANCIAL PLAN**  
**Fiscal Year 2003/04**  
**Adopted April 24, 2003**

REVENUES	FY 2001-02 Actual	FY 2002-03 Amend. 1	FY 2003-04 Adopted 4/24/03	% Change
Federal Grants	\$1,495,978	\$2,022,449	\$1,490,658	-35.7%
State Grants	\$642,396	\$905,956	\$1,154,745	21.5%
Local	\$1,819,904	\$1,949,121	\$2,132,400	8.6%
Interest	\$0	\$40,000	\$40,000	0.0%
Other	\$0	\$0	\$0	0.0%
<b>SJCOG OPERATING REVENUES</b>	<b>\$3,958,278</b>	<b>\$4,917,526</b>	<b>\$4,817,803</b>	<b>-2.1%</b>
Federal Pass-Through	\$30,500,000	\$30,500,000	\$30,500,000	0.0%
State Pass-Through	\$1,139,756	\$1,139,756	\$1,063,642	-7.2%
Local Pass-Through		\$53,003,000	\$57,759,500	8.2%
Commercial Paper	\$89,000,000	\$89,000,000	\$89,000,000	0.0%
<b>TOTAL SJCOG REVENUE</b>	<b>\$202,484,523</b>	<b>\$178,560,282</b>	<b>\$183,140,945</b>	<b>2.5%</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	\$1,886,580	\$1,984,852	\$2,209,000	10.1%
Services & Supplies	\$737,861	\$863,032	\$1,129,000	23.6%
Office Expense	\$234,876	\$260,000	\$260,000	0.0%
Communications	\$27,579	\$40,000	\$40,000	0.0%
Memberships	\$29,257	\$30,000	\$30,000	0.0%
Maintenance - Equipment	\$6,081	\$26,000	\$26,000	0.0%
Rents & Leases - Equipment	\$109,853	\$145,000	\$145,000	0.0%
Transportation, Travel & Training	\$162,112	\$100,000	\$100,000	0.0%
Allocated Service Cost	\$13,493	\$13,000	\$10,000	-30.050
Publications & Legal Notices	\$15,510	\$22,000	\$20,000	-10.0%
Insurance	\$29,695	\$40,000	\$60,000	33.3%
Building Maintenance	\$5,160	\$22,000	\$134,700	83.7%
Rents - Structures & Grounds	\$104,245	\$165,032	\$303,300	45.6%
Professional Services	\$1,072,467	\$1,969,142	\$1,379,300	-42.8%
Fixed Assets	\$30,759	\$100,500	\$100,503	0.0%
Unallocated/Reserve	\$0	\$0	\$3	0.0%
<b>SJCOG OPERATING EXPENDITURES</b>	<b>\$3,727,667</b>	<b>\$4,917,526</b>	<b>\$4,817,803</b>	<b>-2.1%</b>
Pass-Through	\$173,642,756	\$173,642,756	\$178,323,142	2.6%
<b>TOTAL SJCOG EXPENDITURES</b>	<b>\$202,484,523</b>	<b>\$178,560,282</b>	<b>\$183,140,945</b>	<b>2.5%</b>
Excess (Deficit) Revenues Over Expenditures (Operating)	\$230,611	-\$0	\$0	\$0

RESOLUTION NO. 2003-101

A RESOLUTION OF THE LODI CITY COUNCIL  
RATIFYING THE SAN JOAQUIN COUNCIL OF  
GOVERNMENTS' (SJCOG) 2003-04 ANNUAL  
FINANCIAL PLAN

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WHEREAS, the San Joaquin Council of Governments (SJCOG) has approved its Fiscal Year 2003-04 Budget by adopting Resolution No. R-03-34 as shown on the attached, marked Exhibit A; and

WHEREAS, SJCOG is required to forward such Resolution to its member governments for their review and ratification.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council hereby ratifies the 2003-04 Annual Financial Plan for SJCOG.

Dated: June 4, 2003

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I hereby certify that Resolution No. 2003-101 was passed and adopted by the Lodi City Council in a regular meeting held June 4, 2003, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Howard, Land, and  
Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON  
City Clerk



## RESOLUTION SAN JOAQUIN COUNCIL OF GOVERNMENTS

R-03-34

### RESOLUTION APPROVING THE ADOPTION OF THE 2003-04 OVERALL WORK PROGRAM & ANNUAL FINANCIAL PLAN FOR THE SAN JOAQUIN COUNCIL OF GOVERNMENTS

WHEREAS, annually the San Joaquin Council of Governments acting as the Metropolitan Planning Agency, and the Regional Transportation Planning Agency for San Joaquin County adopts a Overall Work Program, and

WHEREAS, that Overall Work Program identifies the funding sources that the agency will utilize in the coming year, and the work tasks and products that the agency will produce, and

WHEREAS, this Overall Work Program must be submitted to the required funding agencies for their review and approval, and

WHEREAS, the Council of Governments must assure that the planning tasks identified are in compliance with all State and Federal laws and regulations, and are coordinated with all effected agencies, and communities on a regional basis, and

WHEREAS, the San Joaquin Council of Governments is required by the Joint Powers Agreement to adopt a budget (Annual Financial Plan) annually, and

WHEREAS, the adopted budget is to be sent to the member agencies for ratification.

NOW THEREFORE BE IT RESOLVED that the San Joaquin Council of Governments adopts the attached 2003-2004 Overall Work Program and self-certifies the following:

The San Joaquin Council of Governments hereby certifies its planning process to be in accordance with all applicable requirements of the Federal government, as follows:

- I. 23 USC 134 and 135, 49 USC 5303 through 5306 and 5323(l);
- II. Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 USC 7504, 7506 (c) and (d))
- III. Title VI of the of the Civil Rights Act of 1964 and the Title VI Assurance executed by California under 23 USC 324 and 29 USC 794;
- IV. Section 1101(b) of the Transportation Equity Act for the 21<sup>st</sup> Century (Pub. L. 105-178 112 Stat. 107) regarding the involvement of disadvantaged business enterprises in the FHWA and FTA funded projects (FR Vol. 64 No. 21, 49 CFR part 26); and
- V. The provision of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327 as amended) and the U.S. DOT implementing regulations (49 CFR 27, 37, and 38).

BE IT FURTHER RESOLVED, that the Executive Director of the San Joaquin Council of Governments be, and is hereby, authorized and empowered to execute in the name of the San Joaquin Council of Governments all necessary applications, contracts and agreements thereto implement and carry out the purposes specified in this Resolution, and

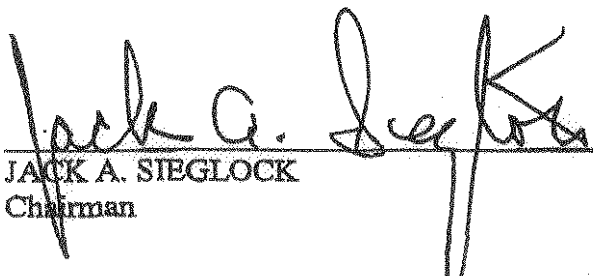
BE IT FURTHER RESOLVED, that the San Joaquin Council of Governments adopts the FY 2003-04 Annual Financial Plan and directs the Executive Director to transmit it to the member agencies for ratification.

PASSED AND ADOPTED this 24<sup>th</sup> day of April 2003, by the following vote of the San Joaquin Council of Governments, to wit:

AYES: Mayor Bilbrey, Councilman Harris, Councilman Haskin, Mayor Pro Tempore Howard, Supervisor Mow, Mayor Podesto, Councilman Restuccia, Mayor Rhodes, Supervisor Sieglock

NOES: None

ABSENT: Councilman Giovanetti

  
 JACK A. SIEGLOCK  
 Chairman

CITY COUNCIL

SUSAN HITCHCOCK, Mayor  
EMILY HOWARD  
Mayor Pro Tempore  
JOHN BECKMAN  
LARRY D. HANSEN  
KEITH LAND

CITY OF LODI  
PUBLIC WORKS DEPARTMENT

CITY HALL 221 WEST PINE STREET

P.O. BOX 3006

LODI, CALIFORNIA 95241-1910

(209) 333-6706

FAX (209) 333-6710

EMAIL [pwdepi@lodi.gov](mailto:pwdepi@lodi.gov)

<http://www.lodi.gov>

ti. DIXON FLYNN

City Manager

SUSAN J. BLACKSTON

City Clerk

RANDALL A. HAYS

City Attorney

RICHARD C. PRIMA, JR.

Public Works Director

May 29, 2003

Mr Steve Dia!  
San Joaquin Council of Governments  
6 South El Dorado Street, Ste 400  
Stockton, CA 95202

SUBJECT: Adopt a Resolution Ratifying the San Joaquin Council of Governments'  
Annual Financial Plan Implementation for Fiscal Year 2003104

Enclosed is a copy of background information on an item on the City Council agenda of Wednesday, June 4, 2003. The meeting will be held at 7 p.m. in the City Council Chamber, Carnegie Forum, 305 West Pine Street.

This item is on the regular calendar for Council discussion. You are welcome to attend.

If you wish to write to the City Council, please address your letter to City Council, City of Lodi, P. O. Box 3006, Lodi, California, 95241-1910. Be sure to allow time for the mail. Or, you may hand-deliver the letter to City Hall, 221 West Pine Street.

If you wish to address the Council at the Council Meeting, be sure to fill out a speaker's card (available at the Carnegie Forum immediately prior to the start of the meeting) and give it to the City Clerk. if you have any questions about communicating with the Council, please contact Susan Blackston, City Clerk, at 333-6702.



for Richard C. Prima, Jr.  
Public Works Director

RCP/pmf

Enclosure

cc: City Clerk